

The Cafe must be accessible by means of a 36" minimum aisle. A 36" wide door with a minimum clearance of 32" is required. If the area is enclosed, interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

One of the two express computers will be electrically adjustable stations to meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space.

Acoustics

This space should be acoustically isolated from the library. It will be part of the heavily trafficked and noisy entry area. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to allow occupants to enjoy social time in the Cafe.

HVAC

A separate temperature control is required, with temperature controlled at 68 to 72 degrees when heating and 72 to 78 degrees when cooling for energy savings. There should be an individual thermostat with a lockable cover. Ductwork should be baffled to prevent unacceptable levels of noise.

Illumination

Accent lighting should be provided at the entrance to the Café. Interior lighting should be 30 to 40 foot candles. Standard office lighting is adequate.

Telecommunications

Provide one standard quad communications outlet (two voice, two data) and a quad power outlet at each of the technology workstations and the same at each on each open wall for flexibility and technology expansion.

Provide wireless connectivity in this area for future use of personal electronic devices in the Café.

Security

Staff at the Service Desk will visually supervise this space. This space should be within the library's security system and not available for use after hours in conjunction with the Public Meeting Rooms. After hours users will be able to use the Kitchenette instead for preparing their own refreshments.

Signage

There should be a colorful area sign designating this space. It should be distinct from other library signs, either wall-mounted or suspended depending upon the design of the entry.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Bench (3 Person)	3	18	54
Chair, Café	6	0	0
Chair, Task	2	0	0
Clock	1	0	0
Coffee Counter, Fully Equipped	1	60	60
Computer, Public Desktop	2	0	0
Printer, Laser (B&W)	1	0	0



Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Sink	1	0	0
Table, Café	2	60	120
Table, Café	1	65	65
Technology Carrel	1	35	35
Technology Carrel, Adjustable (Electrical) Height	1	45	45
Waste Basket	2	4	8



Function/Utility

The Periodicals Area provides housing for current popular newspapers and magazines in both English and Spanish. Patrons will browse through magazines in comfortable lounge chairs in a "living room" setting and use the two small tables for spreading out newspapers. Periodicals needed for research and homework assignments will be accessed through electronic resources; these periodicals are for recreational reading.

Quantity

READER SEATS: 6

Relationships

The Periodicals Area is part of the Marketplace of popular and high use collections. It should be close to the other browsing collections--Adult Popular Materials. It should be close to the Café, so patrons may select magazines and read while enjoying a snack. It should be along the main path of travel.

ADJACENT:

Adult Popular Materials

CLOSE:

Café

Flexibility

This area may need to be expanded or reduced; flexibility is required.

Fenestration

Natural light and an exterior view (if landscaped) is desirable in this space. It should have the ambience of a comfortable living room.

Finishes

Since this area is located along the main path of traffic, it must be very attractive and uncluttered. The floor finishes must be stain resistant, dirt repellant, durable and low maintenance. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Vinyl, sisal or Fabric wall covering; Tackable surfaces; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile, or heavy weight commercial anti-static carpet w/ enhanced backing (No carpet pad permitted)

Access

The Periodicals Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Current periodicals must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Shelving units should be no higher than 66" inches, or three sloped display shelves, high. Range and side aisles in magazine display areas must be a minimum of 44" wide.

Acoustics

While this is in a heavily trafficked area, care should be taken to providing a relatively quiet environment for reading, using acoustic ceilings and floors, wall treatment and the location



of stacks.

Temperature should be maintained between 68 and 72 degrees. Ductwork should be baffled to prevent unacceptable noise levels in the periodicals reading space.

Provide a minimum of 30 to 40 foot candles ambient light. Provide non-glare and shadowless light for an even distribution of light on magazine covers and throughout the shelving.

Provide a quad communications outlet (two data, two voice) and a quad power outlet at each of the reading tables. Provide the same to the area of lounge seating for future expansion of technology.

Staff at either the Service Desk or Mobile Reference Station in the adult area visually supervise this area.

Required signage includes a major area directional and identification sign that can be seen from along the main travel path through the library. This directional sign may be wall-mounted or ceiling hung depending upon the design of the area. Signage specifications are included in the General Considerations of this document. Wording for the sign will be provided by the Library, so that it is consistent with other branches.

A changeable insert sign system is required for stack end panels to identify the collection segments. Shelf face carriers may be required.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 66"H Magazine Display Shelving W/ 3 Shelves 60 Current Magazines	7	12	84
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelves 5 Current Newspapers	1	12	12
Description of Furniture & Equipment Units			
Chair, Lounge	4	35	140
Chair, Reader's	2	0	0
Table, Coffee	1	30	30
Table, Reader's	2	35	70
Waste Basket	1	4	4



This space within the Marketplace allows patrons to use the library independently. Here they can pick up books they have reserved from shelves and check out their library materials on self check machines. Many patrons will browse among the Marketplace collections and use the self check machines without interacting with staff or even entering the main part of the library.

The Self Check & Reserve Pick Up Bay should be along the main path of traffic into and out of the library and close to the Public Entrance. It should be in a convenient location and highly visible to encourage its use. It should be adjacent to the browsing collections of the Marketplace--Adult Popular Materials--that include new books, paperbacks, audiovisual materials and periodicals.

ADJACENT:

Popular Adult Materials

CLOSE:

Public Entrance

This area should be flexible in design to allow reconfiguration of the entire Marketplace from time to time to give it a fresh appearance.

Natural light is desirable in this highly trafficked area, but cannot cause glare on the check out monitors.

This is along the main path of traffic in the library. It may be carpeted (carpet tiles) or hard flooring. The floor finishes must be stain resistant, dirt repellant, durable and low maintenance. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Vinyl, sisal or Fabric wall covering; Tackable surfaces; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile, unfinished quarry tile, vinyl tile, or heavy weight commercial anti-static carpet w/ enhanced backing (No carpet pad permitted)

At least one of the self check machines must be ADA- compliant. The area must be accessible by means of a 36" minimum aisle.

While this area is on a main path of traffic in the library, provide acoustic buffering for the self check machines so that they do not add to the ambient noise of the Marketplace. If in an alcove or enclosed in casework, provide acoustical panels on the casework to help absorb sound.

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Any thermostats in this area should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels.

Provide 30 to 40 foot candles of ambient light in this area.



Provide a standard quad communications outlet (two voice, two data) and a quad power outlet for each of the two self check machines, to provide for future expansion.

Staff at the adult Mobile Reference Station or the Service Desk will visually supervise this space.

Area signage is important in identifying this space and making its service available. Signage may be wall-mounted or suspended depending upon the design of the space.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Self Check-Out Counter	2	30	60
Self Check-Out Machine	2	0	0
Shelving, SF 45"h Steel W/ 3 Shelves	2	12	24



MEETING ROOMS

FUNCTIONAL ACTIVITIES

The function of this division is to provide performance, conference, activity and meeting room space that can be used by the library, the two local schools and the community. In conjunction with the Multi-Purpose Room shared by the two schools, the library's meeting rooms will be a community asset.

A variety of meeting room spaces will meet community needs. The rooms include Group Study Rooms (2) seating 6 each, a Classroom seating 60 that can be divided into two smaller classrooms, and a large Community Room seating 100. The Community Room will be a large open multi-purpose space with seating, amplified sound, and built-in projection capability. It should be easily reconfigured for training, tutoring, large children's programs, computer literacy instruction, or performances. It will be equipped for videoconferencing. The room will also be used as a computer lab for adults, using laptops and wireless technology.

The Classroom will have a built-in projection screens and will share a portable data/audiovisual projector with the first floor Children's Multi-Purpose Room.

SPATIAL RELATIONSHIPS

The Community Room and Classroom will be located on the second floor of the library. The major spatial relationship of this division is to the Library Entrance Division. Since these rooms may be in use when the rest of the library is closed, access must be provided through the main vestibule to the Meeting Rooms and to the second floor Public Restrooms without compromising the library's security.

The first floor Group Study Rooms will also double as space for literacy and other tutoring and for use of adaptive equipment by the disabled. These spaces should be away from the Library Entrance with its busyness.

ADJACENT:

Library Entrance (Elevator and Stairway to second floor)

AWAY:

Library Entrance (Group Study Rooms)

DIVISION SPACE SUMMARY		Sq. Ft.
Community Room - 2nd Floor		1,318
Community Room Kitchenette - 2nd Floor		64
Dividable Library Classroom - 2nd Floor		830
Meeting Room Reception - 2nd Floor		216
Meeting Room Storage - 2nd Floor		250
Study / Special Services Room		239
Study / Tutoring Room		209
TOTAL:		3,126



Community Room - Second Floor

Functional Activity

The Community Room on the library's second floor will provide seating for the largest of the library's programs, community meetings, public forums, continuing education, distance learning, literacy tutoring, or computer training. It will be equipped for audiovisual and data presentations.

The room will be able to be arranged in a number of ways—classroom, auditorium, conference style. This is the largest of the library's meeting rooms, seating 100, and is an important part of the service provided by the library to the community as a whole. There is no local community meeting space and no neighborhood focal point. The school/library complex will provide that center. Along with the Classroom, also located on the second floor, it must be accessible for use when the library is closed, with the library secure. Public Restrooms on the second floor must also be accessible to those using the Community Room.

The Community Room should be adjacent to the Meeting Room Reception Area, where community members gather before programs.

ADJACENT:

Community Room Kitchenette
Meeting Room Reception Area

CLOSE:

Classroom
Public Restrooms

AWAY:

Staff Workroom and other Staff Services spaces

Occupancy

MEETING ROOM SEATS: 100

Relationships

The Community Room should be easily accessible from the elevator and staircase leading from the first floor entrance. It should be readily accessible to the Public Restrooms on the second floor. A Kitchenette should be adjacent so that refreshments can be brought in without disturbing a meeting or program. It should be close to a Meeting Room Storage Area where chairs, tables and audiovisual materials for both second floor meeting rooms and classrooms are stored when not in use. It should be removed from the staff areas on the second floor for security purposes.

ADJACENT:

AV, Chair & Table Storage Room
Kitchenette

CLOSE:

Classroom
Public Restrooms

Flexibility

This space is not expected to expand or change function in the future. Internal flexibility, however, is required since this room will see many varied uses over the life of the building.

Form/Fit

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be



unsupervised public use. The floor finishes must be stain resistant, dirt repellent, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Projection screen

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

The Community Room must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

Acoustics

Moderate acoustical isolation is required in this room, to insure that activities in this room will not impact staff spaces or the Classroom use. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating.

HVAC

The HVAC system for this room will be part of the system that serves the Public Meeting Rooms Division which may be open when other parts of the library are closed, and should operate independently to save energy costs.

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the front where speakers will stand.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at the main presentation location at the front of the room, in a recessed floor box.

At a minimum, provide one duplex communication outlet and duplex power outlet every ten feet on all walls in the Meeting Room. The room should support use of wireless devices as well, including laptops that will be used for adult computer classes. At a minimum, the conduit/floor box or under-floor duct system should be installed to support future communications cabling.



This room may be used as a distance learning site, especially in conjunction with literacy training initiated at the library's Second Start literacy program headquarters. The room should be equipped to receive broadcasts and to allow students to interact with the remote teacher using videoconferencing equipment.

This room will be equipped with a ceiling-mounted projection screen and projector, capable of both audiovisual and data projection. There will be a Cable TV drop in the room as well.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the Meeting Room. If speakers are installed in the room, appropriate sound amplification will be required.

The Community Room may be used for distance learning signal origination; space will be needed for portable cameras.

Provide a remote control for audiovisual devices with other room functions such as lighting, motorized projection screens, and drapery into a unified system. With a remote control system, all audiovisual devices and many room functions can be operated from a single control panel near the front of the room.

Access to this room is controlled by staff. It may be used, however, without staff supervision by community groups and school personnel. The staff spaces on this floor should be secured so that they are not entered by those using the room after hours. The Community Room requires a key and keypad to control access.

Access to this area of the library when the library is closed requires a separate zoning for the security system, so that the main part of the library and the second floor staff spaces are still secure.

Signage that directs patrons from the elevator and staircases leading from the first floor to the Public Meeting Rooms must be provided for easy access.

A room identification sign will be needed.

A free-standing floor sign near the second floor entry point will identify functions in each of the meeting rooms.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDE
	QTY	Sq. Ft.	D Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Meeting Room - Stacking	100	12	1,200
Clock	1	0	0
Counter (8') With Cabinets Above And Below For Supplies	2	55	110
Projection Screen, Motorized Ceiling	1	0	0
Projector, Ceiling Mounted	1	0	0
Sign, Announcement	1	0	0
Telephone Handset	1	0	0
Waste Basket	2	4	8
White Board	2	0	0



Furniture & Equipment and Shelving Units

UNIT	UNIT	EXTENDED
QTY	Sq. Ft.	Sq. Ft.



Function/Purpose

As part of the Public Meeting Room Complex, the Community Room Kitchenette will serve as a warm-up kitchen and pantry for light refreshments served at community group meetings, receptions, and training sessions.

Relationships

The Kitchenette should be adjacent to the Community Room and Classroom so that refreshments can be brought in without disturbing a meeting or program. The kitchenette should be equipped with a full refrigerator, microwave oven, sink, food preparation counter and lockable cabinets. The drinks and snacks for the PASS! homework assistance program will be stored here.

ADJACENT:

Community Room
Classroom

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Orientation

No windows are required.

Finishes

The finishes in this space should be light in color and easy to clean. Counters and work surfaces should be a high quality laminate with rounded corners and edges to prevent injuries. Textured surfaces on cabinet faces and appliances will hide dirt and fingerprints.

CEILING:

Acoustical tile

WALLS:

Vinyl wall covering or paint (Latex gloss or semi-gloss recommended)

FLOOR:

Unglazed ceramic tile, vinyl tile, linoleum, sheet vinyl, or carpet tile

Access

The Kitchenette must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" and that the sink area should be no higher than 34" above the finished floor. Additionally a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Acoustics

This is a somewhat noisy area, as refreshments are prepared. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to keep the sound generated here from disturbing programs and meetings in the Community Room or Classroom.

HVAC

Ventilation must keep cooking odors from spreading through the library.

Lighting
Provide overhead lighting in combination with under cabinet task lighting and light colored finishes.

Telecommunications
One wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, should be located near the door.

Security
The door(s) to the Kitchenette should be lockable and access controlled by staff. Cabinets should be lockable as well.

Signage
Required signage includes a permanent room identification sign wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Cabinets, Above Counter (Lockable)	4	0	0
Cabinets, Below Counter (Lockable)	2	0	0
Coffee Maker/Um	1	0	0
Hot Water Urn	1	0	0
Microwave Oven	1	0	0
Paper Towel Dispenser	1	0	0
Refrigerator	1	20	20
Sink	1	0	0
Soap Dispenser	1	0	0
Waste Basket	1	4	4
Workstation, Food Preparation Counter	1	40	40



Furniture/Avails

This dividable Classroom is actually a multi-purpose room to accommodate a variety of library, school and community programming needs. It will be accessible not only during library hours, but after hours, as will the Community Room. It will seat 60 as a single room, but will be dividable into two smaller rooms. Each seating 24-30.

Typical activities in this room will be homework assistance (if the Children's Multi-Purpose Room is used for after school programs), teachers' meetings, ESL classes provided by the Adult Education program of OUSD, family literacy activities, computer classes for teens and adults, smaller teen programs not requiring the entire Community Room, and civic meetings such as the Neighborhood Crime Prevention Councils.

The room will be equipped with a recessed motorized projection screen that can be used with a portable audiovisual/data projector for a variety of presentations.

Occupancy

MEETING ROOM SEATS: 60

Relationships

The Classroom should be accessible from the stairway and elevator leading from the first floor and close to the Meeting Room Storage Room that will house the chairs, tables and audiovisual equipment when not in use. It should be relatively close to the Community Room, also used for community meetings, and away from the staff areas on the second floor for security reasons. It should be adjacent to the Community Room Kitchenette, which will be used to serve refreshments, including snacks to students involved in the PASS! Homework program. It should be adjacent to the Meeting Room Reception Area, where community members will gather before programs.

ADJACENT:

Community Room Kitchenette
Meeting Room Reception Area

CLOSE:

Meeting Room Storage
Community Room
Public Restrooms

AWAY:

Staff Services spaces on the second floor

Flexibility

While the size of this space is not expected to expand, the space must be flexible enough to accommodate a variety of uses and furniture arrangements, including as a classroom, theater style chairs, or work tables for homework assistance.

Penetration

Windows would enhance the room but natural light is not required. Any windows in the room must have window coverings to darken the room for multimedia presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or



chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Each of the two areas of the Classroom must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

The Classroom will require a high degree of acoustic isolation, so that it may be used without interfering with the work of staff or those using the Community Room. In addition, the sliding wall used to separate the Classroom into two spaces must have high acoustic qualities so that both parts of the room can be used comfortably simultaneously. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed.

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. The area requires an individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Meeting Room.

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any speaker or stage locations.

At a minimum, provide one duplex communication outlet and duplex power outlet every ten feet on all walls in the Classroom. The room should support use of wireless devices as well, including laptops that will be used for adult computer classes. At a minimum, the conduit/floor box or under-floor duct system should be installed to support future communications cabling.

Access to this room is controlled by staff. It may be used, however, without staff supervision by community groups and school personnel. The staff spaces on this floor should be secured so that they are not entered by those using the room after hours. The Classroom requires a key and keypad to control access.

Access to this area of the library when the library is closed requires a separate zoning for the security system, so that the main part of the library and the second floor staff spaces are still secure.

Signage that directs patrons from the elevator and staircases leading from the first floor



must be provided for easy access.

A room identification sign will be needed.

A free-standing floor sign near the second floor entry point will identify functions in each of the meeting rooms.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Meeting Room - Stacking	60	12	720
Clock	2	0	0
Counter (8') With Cabinets Below For Supplies	2	55	110
Projection Screen, Motorized Ceiling	1	0	0
White Board	2	0	0



Meeting Room Reception - 2nd Floor

General Activity

This space provides a gathering area for community members attending programs, meetings or activities in the Public Meeting Rooms on the second floor of the library. It has two benches for seating, but is primarily an open reception area.

Occupancy

BENCH SEATING: 4

Relationship

This area will be adjacent to both the Community Room and the Classroom, serving as a reception room for either area. It should be somewhat removed from the elevator and stairway that brings library users to the second floor so that traffic flow is not interrupted. It should be away from Staff Services.

ADJACENT:

Community Room
Classroom

AWAY:

Staff Workroom/Services

Penetration

There is no requirement for windows in this area.

Finish

The floor finishes must be stain resistant, dirt repellent, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean. This will be an ideal place to hang a rotating art display for the enjoyment of visitors as they wait for programs to begin; hanging track is provided for that purpose.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted)

Access

This area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Acoustics

This will be a noise gathering area. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment. It is particularly important that the noise not carry into the Staff Workroom.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Any thermostats in this area should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels.

Illumination

Provide standard non-glare lighting at 30-40 foot candles.



Security
This will be a self-monitoring space. Access to the second floor is controlled by staff, so only authorized visitors will come to this area.

Signage
No particular signage is needed in this area; signs will be associated with the two public meeting rooms adjacent.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Bench (3 Person)	2	18	36
Meeting Room Gathering Area	1	180	180



Meeting Room Storage and Floor

Function/Purpose

This room will be used to store tables and chairs, and house audio-visual equipment that will be used in the Public Meeting Rooms.

Relationships

Furniture and equipment stored in this room will be used in both the Community Room and Classroom. It must be easily accessible to both.

CLOSE:

Community Room
Classroom

Flexibility

It is not anticipated that this room will change function or need to be expanded.

Penetration

No windows are required.

Finishes

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Corner guards

FLOOR:

Vinyl tile

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Acoustics

If this room is adjacent to either of the public meeting rooms, it should be acoustically buffered to prevent the moving of chairs and tables in and out from interfering with programming in progress.

HVAC

AV equipment will be housed and operated here; heat must not be allowed to build up.

Illumination

Provide minimal lighting required (30 to 40 foot candles); enough to move tables and chairs. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

One standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor for possible future audiovisual distribution equipment.

Security

This is a staff only area which requires a key and electronic keypad to control access.

Signage

Required signage includes a permanent room identification sign wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.



Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Cabinet, AV Equipment	1	15	15
Computer, Staff Portable	15	0	0
Dolly, Chair	8	15	120
Dolly, Table	4	15	60
DVD Player	1	0	0
Laptop Cart	1	30	30
Laser Pointer	1	0	0
Microphone, Floor	1	0	0
Microphone, Lavalere	1	0	0
Microphone, Table	1	0	0
Projector, Overhead	1	0	0
Table, Meeting Room	16	0	0
TV Monitor, 20"	1	0	0
Video Cassette Player/Recorder	1	0	0
Video Conferencing System	1	25	25



Functional Activity

There are two primary functions of this space. Students and other small groups will use this room for study, meetings, working on homework assignments together, collaborative projects or meetings. For this purpose, a group study table should be provided, with six chairs. The room will have a white board.

The second function will be as a room for those with disabilities who need a controlled environment and adaptive equipment. Lighting will be adjustable, and book-reading equipment will be available for those with vision impairment. The computer workstation will be adjustable for the mobility impaired. An accessible counter will be provided as working space. Patrons can also listen to audio book cassettes or CDs. Adaptive equipment is available from the Computer Lab.

Occupancy

READER SEAT: 1
GROUP STUDY SEATING: 6
TECHNOLOGY WORKSTATION: 1

Relationships

This room should be accessible primarily to adults and teens, since there are many other children's seating options. Most of the residents with disabilities are adults rather than youth. It should be close to the Teen Area for use by groups of students working together on projects. It should be adjacent to the second Study Room for ease of staff supervision. It should be close to the Adult Non-Fiction Area; users of this collection may want a space to spread out their work.

ADJACENT:

Group Study Room/ Tutoring

CLOSE:

Teen Area
Adult Non-Fiction

Flexibility

While the size of this room will not change, its use may. Furnishings should not be built-in, to facilitate the rearrangement of furniture and renovation.

Penetration

Natural lighting is not desirable in this room, where a controlled environment is needed. An interior partial glass wall should be provided, however, for visual supervision from the public space. Window coverings should be provided for occasions when it is being used by the vision-impaired who need to control the lighting.

Finishes

All finishes in this area must be as indestructible as possible since there will be heavy public use of the room. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)



This room will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

There will be both an adjustable technology workstation and an accessible counter in this room for adaptive equipment needed by the disabled.

This room needs a high degree of acoustic isolation so that it may be used by the vision-impaired with audio book CDs or book reading machines, or by groups of students without interfering with other library patrons.

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the study room.

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for those with vision impairment. Standard non-glare office lighting is acceptable. Consider motion detectors or occupancy sensors for energy savings.

The computer workstation should be provided with a standard quad communications outlet (2 voice and two data) and one quad electrical outlet. Provide the same along the walls without an entrance door for future use.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

This room will be supervised by staff as they move among the collections and patrons from the Mobile Reference Stations. It will have a partial glass wall that provides visibility from the public space. Access to the room will be controlled by staff through a reservation system, with priority given to those needing to use the adaptive technology equipment, particularly the book reader.

A room identification signage is needed. Signage indicating the availability of adaptive equipment should be provided.

Furniture & Equipment and Shelving Units

UNIT	UNIT	EXTENDED
QTY	Sq. Ft.	Sq. Ft.



Furniture & Equipment and Showing Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.

Description of Furniture & Equipment Units

ADA Reading Machine	1	0	0
Chair, Group Study	6	0	0
Chair, Task	2	0	0
Clock	1	0	0
Study Counter	1	40	40
Table, Conference	1	150	150
Technology Carrel, Adjustable (Electrical) Height	1	45	45
Waste Basket	1	4	4
White Board	1	0	0



Functions

There are two primary functions of this space. Students and other small groups will use this room for study, meetings, working on homework assignments together, collaborative projects or meetings. For these purposes, a group study table should be provided, with six chairs. The room will also be equipped with a white board.

The second function will be as a room for tutoring associated with the library's literacy program or homework assistance. For these purposes, the room will also be equipped with a study counter that accommodates a computer and printer and a TV/VCR/DVD for use of computer-based or video format literacy aids. The counter will also have open space for side-by-side tutoring, the best configuration.

The computer may be used by a parent and preschool child using interactive children's literature to build pre-literacy skills as part of the family literacy program.

Occupancy

GROUP STUDY: 6
COMPUTER WORKSTATION: 1
READER SEAT: 1

Relationships

This room should be accessible primarily to adults and teens, since there are many other children's seating options. Most of the tutor-student pairs will be adults. While the activity in the room is likely to involve conversations, it will be acoustically isolated, so its location is not mandated by this. It should be close to the Teen Area and to Adult Non-Fiction. It could be adjacent to the second Group Study Room for convenience of supervision.

ADJACENT:

Group Study Room

CLOSE:

Teen Area
Adult Non-Fiction Collection

Flexibility

While the size of this room is not expected to change, its interior arrangement may as new uses are introduced. Consider providing the counter as furniture rather than as built-in casework to facilitate renovation.

Fenestration

Natural lighting is desirable in this room, avoiding east/west facing windows. This would provide an attractive environment for study. A partial glass wall must be provided for visual supervision from the public space; window coverings will be needed for occasions when privacy is needed for tutoring.

Finishes

All finishes in this area must be as indestructible as possible since there will be heavy public use. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board
Vinyl or carpet cove base

FLOOR:



Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted)

This room will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

The counter for tutoring should be accessible. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required.

Acoustics

A moderate degree of acoustic isolation is required to dampen the sounds of conversations and tutoring instruction.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. This enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the study room.

Illumination

Provide a minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for those with vision impairment. Standard non-glare office lighting is acceptable. Consider motion detectors or occupancy sensors for energy savings.

Telecommunications

The computer workstation should be provided with a standard quad communications outlet (2 voice and two data) and one quad electrical outlet. Provide the same along walls without an entrance door for future use. Provide the same for the group study table.

Audio-Visual

This room will be equipped with a TV/VCR for use by literacy student/tutor pairs.

Security

This room will be supervised by staff as they move among the collections and patrons from the Mobile Reference Station. It must have a partial glass wall that provides visibility from the public space. Access to the room will be controlled by staff through a reservation system, with priority given to those using the space for tutoring. Since the students are likely to use this room after school, and literacy tutoring is more likely to occur during daytime and evening hours, a conflict in use is not anticipated.

Signage

Required signage includes a permanent room identification sign wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

